

MEDWAY PUZZLES

(No: 1192687)

INDEPENDENT EXAMINATION AND
FINANCIAL STATEMENTS OF THE

CHARITABLE INCORPORATED ORGANISATION

FOR THE PERIOD ENDED 31 MARCH 2023

MEDWAY PUZZLES

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- Independent examiners report
- Receipts & payments
- Statement of assets & liabilities
- Trustees' annual report



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Medway Puzzles

**On accounts for the
period ended**

31/03/2023

**Charity no
(if any)**

1192687

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended **31/03/2023**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

29/01/24

Name:

Peter Acott

**Relevant professional
qualification(s) or body
(if any):**

FCCA

Address:

10 Littlebourne Road, Maidstone, Kent, ME14 5QP



MEDWAY PUZZLES

1192687

Receipts and payments accounts

CC16a

For the period
from

01/04/2022

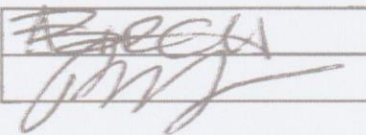
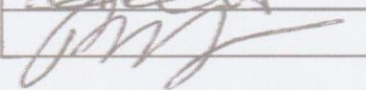
To

31/03/2023

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	38,245	-	-	38,245	46,917
Grant income	-	36,238	-	36,238	49,600
Workshop income	-	-	-	-	100
Refunds - activities and events	-	34	-	34	3,598
Funds held prior to charity registration	-	-	-	-	6,775
Sub total (Gross income for AR)	38,245	36,272	-	74,517	106,990
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	38,245	36,272	-	74,517	106,990
A3 Payments					
Activities and Events	6,336	28,492	-	34,827	41,665
Equipment	-	7,780	-	7,780	15,716
Staff wages	6,444	-	-	6,444	-
Subcontracted labour	1,248	-	-	1,248	10,080
Food	4,186	-	-	4,186	3,525
Room Hire and Utilities	6,448	-	-	6,448	9,275
Insurance	630	-	-	630	1,328
Phone and Internet	854	-	-	854	266
Stationery	1,191	-	-	1,191	1,614
Clothing	1,796	-	-	1,796	2,084
Staff Training	2,158	-	-	2,158	1,414
Fundraising Costs	2,748	-	-	2,748	3,880
Consultancy	1,946	-	-	1,946	7,600
Legal and professional	240	-	-	240	-
Repairs and renewals	356	-	-	356	-
Training (s/users)	-	-	-	-	448
Food Vouchers	-	-	-	-	800
50-50 Lottery Draw	-	-	-	-	810
Parking	-	-	-	-	324
Refunded event donations	90	-	-	90	1,605
Service dog & related costs	-	-	-	-	1,455
Sundry	413	-	-	413	326
Sub total	37,084	36,272	-	73,356	104,215
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	37,084	36,272	-	73,356	104,215
Net of receipts/(payments)	1,161	-	-	1,161	2,775
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	2,775	-	-	2,775	-
Cash funds this year end	3,936	-	-	3,936	2,775

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank	3,936	-	-
		-	-	-
	Total cash funds	3,936	-	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Amanda Birch	29-01-24
			Paul Harper	29-01-24



Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	04	2022	To	31	03	2023

Section A

Reference and administration details

Charity name Medway Puzzles

Other names charity is known by

Registered charity number (if any) 1192687

Charity's principal address 5A New Road Avenue

Chatham

Kent

Postcode

ME4 6BB

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Amanda Birch	Chair	Whole Period	Fellow trustees
2	Paul Harper	Trustee	Whole Period	Fellow trustees
3	Louise Harper	Trustee	01/04/22 - 01/11/2022	Fellow trustees
4	Maxi Card	Trustee	Whole Period	Fellow trustees
5	Abby Dewberry	Trustee	01/04/22 - 01/11/2022	Fellow trustees
6	Tracy Read	Trustee	17/11/2022 - Present	Fellow trustees
7	Nicola Leahy	Trustee	17/11/2022 - Present	Fellow trustees
8	Angela Glover	Trustee	17/11/2022 - Present	Fellow trustees
9	Tracey Rea	Trustee	17/11/2022 - Present	Fellow trustees
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation (CIO)

Trustee selection methods
(eg. appointed by, elected by)

Appointed by existing trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The object of Puzzles is to promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society for the purpose of this clause 'socially excluded' means being excluded from society, or parts of society, as a result of one of more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental); substance abuse or dependency including alcohol and drugs; discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

orientation or gender re-assignment; poor educational or skills attainment; relationship and family breakdown; poor housing (that is housing that does not meet basic habitable standards; crime (either as a victim of crime or as an offender rehabilitating into society).

- Puzzles provides weekly activities for autistic children, adults, their families, those that suspect or waiting a diagnosis of ASD plus other disabilities. These Activities are run on a Friday night where possible hiring the whole venue
- Puzzles provides a range of services to the local community including weekly activities, advice sessions, volunteering, volunteer training opportunities and work experience for children and adults with Autism, learning disabilities and other disabilities. We encourage wider learning opportunities through engaging members with basic skills support to improve the development of participants softer skills such as confidence and motivation to enable them to feel less isolated and engage in activities within their community
 - Puzzles to provide support to our disabled members who want to compete in sport. This includes football in the Kent disability football league at all age levels.
- Puzzles also supports children and adults with Autism, learning disabilities and other disabilities in activities to help reduce social isolation, helping them to engage in work placements, recreation, training activities and volunteering opportunities to help them lead more active lives
- More importantly, Puzzles is a place for people to come to feel valued, supported, understood and to be able to share their knowledge, life skills and to meet new people
- Puzzles also provides volunteer opportunities for local residents (training provided) and a place for service users and their families to come and chat to other people about their about their issues they may be facing. Social isolation is a real problem in Medway, Swale, Gravesham and Maidstone, but by providing outreach support we are able to overcome isolation, lack of confidence and the lack of understanding

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Our Achievements for 2022-2023:

- We continued our partnership with Chatham Town to train on a Monday night with all age groups with the view to apply to join the Kent Disability Football league at all age levels ,
- We had over 10,000 interactions with members through 1-1 support, events and sporting activities
- We increased our activities in the school holidays which included coach trips to Chessington (2 coaches), Margate, Brighton, Colchester Zoo, Paradise wildlife park and London enabling us to get members out with support.
- We managed to arrange a Christmas party for 180 members and a panto trip for 408 members (just under half the theatre)
- We had successful funding throughout the year –
 1. 6838 – Sport England towards out Disability Sport
 2. 5000 – KCF for Core Costs
 3. 2500 – Involving Medway for 1-1 outreach
 4. 10000 – Awards for all – Towards activities
 5. 3900 – KCF - Core Costs
 6. 8000 – Henry Smith - Core Costs

Section E

Financial review

Brief statement of the charity's policy on reserves

The CIO's policy is to maintain a reserves level equivalent to 6-12 months of operational expenditure, enabling the charity to continue meeting its objectives.

Details of any funds materially in deficit

n/a

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

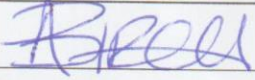
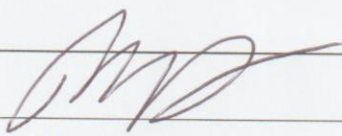
Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Amanda Birch	Paul Harper
Position (e.g. Secretary, Chair, etc.)	Chair	Trustee
Date	29/01/24	29/01/24